



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr L Lindsay, Cllr L Hitchings, Cllr H Mieville, Cllr H White, Cllr R Carter, Cllr A Cross and Cllr C Stevens)

All other Members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee to be held **online** using Microsoft Teams on **Monday 21st March 2022 at 7.00pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
14th March 2022

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 13th December 2021](#)
5. [Town Clerk's Report & Correspondence](#)
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 28th February 2022](#)
 - 6.2 [Overall Revenue Budget for the year to 28th February 2022](#)
 - 6.3 [General Reserves](#)

7. Review of Finance Documentation
To receive and retrospectively approve the:
 - 7.1 Cheque payment 011128 (Sheet 870) totalling £122.85
 - 7.2 Direct Debit payment for the period 1st November 2021 to 31st January 2022 (Sheets 190 – 192) totalling £90,358.17
 - 7.3 Online Faster Payments FP070 to FP080 totalling £163,899.93
 - 7.4 There are no BACS payments to retrospectively approve
 - 7.5 There are no CHAPS payments to retrospectively approve
 - 7.6 [Retrospective approval of the Investment Account for the period 1st November 2021 to 31st January 2022](#)
 - 7.7 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.8 [Bank Reconciliation to 31st January 2022](#)
8. [Review of Variable Direct Debits](#)
9. [To receive the Internal Auditor's Report](#)
10. [Insurance Risk Assessment relating to the Town Council's Insurance Cover and Approval of Insurance Premiums for 2022/23](#)
11. [Review of the Risk Assessment Management Policy \(including Financial\) Arrangements for 2022/23](#) (sent to Councillors separately due to the size of the document).
12. [Review of Asset Register](#)
13. [To consider the current status of bad debts with the Town Council](#)
14. To review the Finance & Staffing [Committee Remit](#) and the [Financial Regulations](#) (no proposed amendments from staff to either document – last updated September)
15. [To receive a report on the free venue hire requests received for 2021/22](#)
16. Grant Applications (supporting documents sent to Councillors by email)
 - 16.1 [Blandford Cricket Club](#)
 - 16.2 [Blandford & District Royal British Legion](#)
 - 16.3 [Blandford Literary Festival](#)
 - 16.4 [Knees Up Healthy Living](#)
17. Service Level Agreements
 - 17.1 [To consider entering into a new SLA with Blandford Youth & Community Centre](#)
 - 17.2 [To approve the SLA with Blandford Food Bank](#)
18. [To consider introducing a Cycle to Work scheme and the introduction of a bike for rounds](#)

Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and at www.blandfordforum-tc.gov.uk.

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
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Town Clerk's Report & Correspondence

Staff Training – Staff attended 44 training courses in 2021. The Town Clerk completed her FiLCA qualification, attended the SLCC Practitioners Conference and Virtual Regional Training Seminar SW, as well as the SLCC International Women's Day President's Lunch.

The Town Clerk, Assistant Town Clerk, Bookings Receptionist and Market Manager attended various training courses to assist with the Census 2021.

The Town Clerk, Assistant Town Clerk, Mayor's Secretary and Bookings Receptionist took part in a social media workshop. The Mayor's Secretary also attended a Canva webinar and along with the Assistant Town Clerk and Bookings Receptionist took part in a WordPress training.

Both the Town Clerk and Operations Manager attended the Right Tree in the Right Place for the Right Reason seminar as well as the IOSH Directing Safely training, which the Grounds & Properties Supervisor also attended.

The Town Clerk and Assistant Town Clerk attended the Code of Conduct training. The Assistant Town Clerk attended the Planning and Power training. The interim Finance officer took part in a course about the Year-End accounts and audit. The Market Manager attended a NABMA webinar management training and the NABMA conference. All three Caretakers and two of the outdoor staff took part in a scaffold tower training. All staff took part in a Manual Handling course.

Councillor Training – In 2021 Councillors attended 23 training courses in total. In March Cllrs Stevens and Mieville attended the Welcome Back Fund webinar. Cllr Stayt attended Planning and Power. Cllrs Carter and Holmes took part in NALC The Future of High Streets and Town Centres in September. In October Cllrs Cross and White went to the DAPTC Role of Local Councils in Planning training. The DAPTC Important Planning Concepts training was held in November, which Cllr Cross attended. In November Cllr Herbert attended DAPTC New Cllr Induction course and both Cllrs White and Stevens attended the DAPTC AGM. All Councillors, bar Cllr Lacey-Clarke and Quayle, attended the Code of Conduct training.

Pay Award – The pay award for all staff from 1st April 2021 has been agreed, at a national level, at 1.75%, which is being applied as back pay in the March salaries.

Administration Budget for the year to 28th February 2022

ADMINISTRATION COSTS £

N/L code		2021/22			
		Annual Budget	Budget to Date	Actual to Date	
4010	Advertising	1,015	930	503	(427)
4012	Audit	3,399	3,116	2,841	(275)
4014	Bank Charges	824	755	224	(532)
4015	Property Fund Admin Charge	3,439	3,152	3,796	644
4018	Equipment Maintenance/Hire	406	372	907	534
4028	New Equipment	508	465	10	(455)
4039	IT New Equip	102	93	30	(63)
4040	IT Maintenance/Software	9,691	8,884	11,095	2,211
4041	IT Consumables	200	183	19	(165)
4042	Professional Services	5,583	5,117	3,794	(1,324)
4050	Newsletter	2,538	2,326	2,065	(261)
4052	Publications	122	112	243	131
4053	Photocopier Charges	1,218	1,117	773	(343)
4054	Stationery & Printing	1,523	1,396	984	(411)
4057	Subscriptions	2,089	1,915	1,949	34
4060	Postage	711	651	276	(375)
4065	Telephones	2,761	2,531	421	(2,109)
4094	Staff Training & Travel Exps	3,659	3,354	4,965	1,610
4095	Staff Travel & Expenses	3,553	3,256	1,818	(1,438)
4096	Cllrs Training & Travel Exps	6,663	6,108	2,630	(3,478)
4097	Cllrs Welfare/Meeting Exps	508	465	55	(410)
4099	Staff Welfare	254	233	126	(107)
4301	Health & Safety Staffing	1,776	1,628	452	(1,177)
	<i>Sub Total</i>	<i>52,538</i>	<i>48,160</i>	<i>39,976</i>	<i>-8,184</i>
4701	Insurance	15,606	14,305	13,147	(1,158)
	<i>Sub Total</i>	<i>15,606</i>	<i>14,305</i>	<i>13,147</i>	<i>(1,158)</i>
					PTO
4800	Mayoral Expenses	2,716	2,490	194	(2,295)
4802	Civic Expenses	5,583	5,117	3,704	(1,414)
4805	Civic Twinning	500	459	0	(459)
4806	Civic - Freedom	500	459	0	(459)
4803	Honarium - Town Crier	300	275	250	(25)
4807	Honarium - Deputy Town Crier	200	183	0	(183)
4804	Honarium - Mace Bearer	400	367	350	(17)
4808	Honarium - Deputy Mace Bearer	300	275	0	(275)
4809	Membership to Guild of Mace Bearer and Town Criers	100	92	45	
	Reserves Grant Monies	0	0	0	0
	<i>Sub Total</i>	<i>10,599</i>	<i>9,716</i>	<i>4,543</i>	<i>(5,126)</i>
	TOTAL EXPENSES	78,743	72,182	57,666	(14,469)
INCOME					
2025	Interest	1,030	944	2,550	1,608
	Website	0	0	0	0
3894	Misc Income	1,624	1,489	87	(1,402)
3893	Grant	0	0	0	0
3897	Overtime Charges	536	491	0	(491)
3899	Photocopying	172	157	142	(15)
	Hirers Liability	0	0	0	0
3920	Admin Chg- Barnes for Rec	5,443	4,990	4,235	(755)
3925	Recreation	25,538	23,410	15,484	(7,925)
	TOTAL INCOME	34,343	31,481	22,498	(8,983)
	NET COST/ (INCOME)	44,400	40,700	35,168	(5,486)

Annual audit £2000 + internal audit £840

£1365 x 3

Just Boiler rental and for WHG

Engineer 7.5 hrs call out £5000 IT support 10 days £500 per day for office/cillr IT support, ESET 3yr lics, Sage accounts lic, office cloud £1800

NABMA annual sub £369, External Accountant Finance cover Dec 20- March 21 £1068. 1 Yr of 5 yr Contract Prof Services + insce £3243

Advertising skatefest

DAPTC subs £1355 + ICO etc

Mobile phone charges incurred only to date
mobile scaffolding training £585, NABMA ann conference £200, IOSH course £360, manual handling £495, social media workshop £395, Forst aid courses, PAT testing, chainsaw training

Planning Course for Cllr Stayt. No other expenditure to date

Sub Total

Budget phased evenly. Annual insurance charge £13,147

PTO

Cllr not claimed expenses to date.

£1056 for 44 x 3 course lunch, poppy appeal £392, new flags £154, coach hire and small items

Due to Covid interest rates not as good this year

Salary recharge based on prior year. Budget too high?

Overall Revenue Budget for the year to 28th February 2022

	2021/22					
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	Comments
INCOME						
Admin	34,343	31,481	22,498	(8,983)	Under-budget	Barnes salary recharges under budget (budget too high?)
Admin Total	34,343	31,481	22,498	(8,983)	Under-budget	
Corn Exchange	13,796	12,647	11,160	(1,487)	Under-budget	
Woodhouse Gardens	4,568	4,187	4,763	577	Over-Budget	
Larksmead	0	0	796	796	Over-Budget	
Cemetery	12,485	11,444	13,239	1,795	Over-Budget	
Sundries	3,409	3,125	8,777	5,651	Over-Budget	Census Income - No budget
Skate park	0	0	0	0	Under-budget	
R & A Income	34,258	31,403	38,736	7,333	Over-Budget	
CCTV, Planters & Markets	21,044	19,290	20,979	1,689	Over-Budget	
Marsh & Ham Toilets	800	733	900	167	Over-Budget	Toilet donations more than budgeted to date
Tabernacle Toilets	0	0	0	0	Under-budget	
T & GP Totals	21,844	20,023	21,879	1,856	Over-Budget	
Total Income	90,445	82,908	83,114	206	On Target	
EXPENDITURE						
Admin	78,743	72,182	60,031	(12,104)	Under-budget	IT support for office and councillors total £4000. Hays Agency - Finance cover April to Aug £11395. Accountant charges for Finance cover Dec 20 to March 21 £1000. Insurance £13854 - phasing of budget giving £7K variance offset to date by reduced admin expenses.
Corn Exchange Project Officer / Consultant	20,000	18,333	0	(18,333)	Under-budget	Consultancy costs Ingham Pinnock allocated against capital spend
Salaries	460,230	421,878	402,815	(19,063)	Under-budget	
Admin & Payroll	558,973	512,392	462,846	(49,500)	Under-budget	
Vehicles	12,461	11,423	9,036	(2,387)	Under-budget	
Corn Exchange	45,820	42,002	29,743	(12,258)	Under-budget	Buildings maintenance £4400 under budget. Capital spend allocated to reserves.
Woodhouse Gardens	3,702	3,393	1,657	(1,736)	Under-budget	
Larksmead	2,420	2,218	893	(1,325)	Under-budget	
Recreation Ground(Trust)	35,123	32,196	17,698	(14,498)	Under-budget	Barnes Grant paid in Sept 21
Glenmore Workshop	7,422	6,804	6,443	(361)	Under-budget	
Cemetery	6,755	6,192	5,806	(386)	Under-budget	
Langton	338	310	226	(84)	Under-budget	
Skatepark	1,495	1,371	96	(1,275)	Under-budget	
Sundries	21,988	20,156	21,419	1,263	Over-Budget	No budget for community fridge
R & A Totals	137,523	126,063	93,016	(33,048)	Under-budget	
CCTV, Planters & Markets	22,192	20,343	15,555	(4,788)	Under-budget	Andy, Market Manager to contact DC re parking charges for this year as not billed to date. This variance is offset by overspend against budget to date on sleeper planters for donated Dwarf Palms £1600 and bedding plants £2885 + hanging baskets £350 T.C. 22/02 Min 142
Marsh & Ham Toilets	17,228	15,793	8,300	(7,493)	Under-budget	Rates Relief 21/22 & 20/21 £1248 rebate. Contract cleaning under budget due to timing of budget and invoices
Tabernacle Toilets	3,617	3,315	(738)	(4,054)	Under-budget	Rates Relief 21/22 and 20/21 rebate £1422
T & GP Totals	43,038	39,451	23,116	(16,335)	Under-budget	
Total Expenditure	739,535	677,907	578,978	(98,882)	Under-budget	
TOTAL (NET COST)	649,090	594,999	495,864	(99,089)	Within Budget	
Note						
Over budget figure positive variance						
Under budget negative variance ()						

General Reserves

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances	Committed Funds	Description of Committed Funds
			£	£	
1300	IT	F & S	23,613.49		
1305	Skate park	R & A	172,647.93		
1310	General Play Equipment	R & A	76,422.06		
1315	Maintenance Equipment Replacement	R & A	13,268.94		
1320	Vehicle Replacement	R & A	16,258.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	34,546.77		
1340	CCTV / ANPR	T & GP	36,230.92	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,516.65		
1350	Glenmore Depot	R & A	10,384.93		
1351	B/Heights Play Equipment	R & A	14,494.28		
1352	B/Heights Maintenance Equipment Replacement	R & A	2,386.62		
				416,619.59	
	<u>Earmarked Accounts</u>				
0510-10540	Recreation & Amenities Funds	R & A	814,323.62	5,192.00	B/Heights Public Arts Works / £10000 WHG Roof / Tree works
1020-1045	Town & General Purposes Committee	T & GP	37,765.13	591.00	£250 Interpretation board: Langton & Marsh / £341 TIC Out & About Booklet
				846,305.75	
	<u>Other Earmarked Accounts</u>				
1001	Earmarked Interest	F & S	4,363.39		
1002	Property Fund Dividend	F & S	15,163.91	1,392.00	£1392 - Path around Cricket Club
1004			-		
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	322.50		
1010	Capital Interest	F & S	2,793.86		
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,766.87	£4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	9,243.93	7,643.93	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump)	T & GP	52,964.49	-	
1335	Civic Regalia	F & S	18,849.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
					£1,221.25 C/Exch Maintenance / £1,597.80 Payroll / £2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20 / £10,000 Demolition of Toilet Block / £4,300 Supply & Installation of fencing at Park Road / £2,275 Supply & Install Table Tennis Table at Larksmead / F&S 14/12/20 underspend virements professional fees for town allotments + Materias for park road carpark
1500	General Reserves	T/C	280,922.65	38,541.87	
				493,935.45	
	<u>Capital Projects</u>				
1104	Corn Exchange S106 Funds	T/C	83,177.06		£6,997.77 committed for Lift Installation - Donation from FOTF / £3,665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £17,354.17 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 + survey, consultancy & Architect fees Replacement of external notice boards
1105	Corn Exchange	T/C	499,467.30	116,106.49	
1110	Corn Exchange Promotions Group	T/C	3,091.93		
1115	Corn Exchange Project Development	T/C	68,928.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	97,379.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Maintenance contingency
1135	Railway Arches	T & GP	3,625.56	260.00	
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40		
				835,758.37	
	Total Reserves			2,592,619.16	
	Surplus from 2020/21 as at 31/03/2021			135,878.81	
	Total Available in Reserves			2,728,497.97	

Retrospective approval of the Investment Account for the period to 1st November 2021 to 31st January 2022

Fixed Term Investments & Corporate Notice Accounts

In line with the Town Council's Investment Policy, the Chairman of Finance & Staffing and the Town Clerk have made the following investments on behalf of the council, seeking the highest possible interest rates and financial security.

Date	Amount £	Period	Rate Gross	Bank
7 th January 2022	101,852.97	1 year business bond	0.75%	Hampshire Trust Bank

CCLA – Property Fund Investment Dividend – Period up to 31st December 2021

No. of Units	Price per Unit As of 31 st December 2021 Pence	Price per Unit (BID) As of 31 st December 2021 Pence	Dividend Amount As of 31 st December 2021 £	Management Expenses (for Oct-Dec 21) £	Net Amount Received Dec 2021 £	Mid Market Value 31 st December 2021 £	Bid Market Value 31 st December 2021 £
252,825	329.95	324.83	8,581.89	1,315.70	7,266.19	834,196.09	821,251.45

The Local Authorities' Property Fund
Prices and Dividend Yields

CCLA

End of	Feb-22	Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21
Offer Price p	357.84	354.32	352.22	344.26	339.68	335.31	331.68	328.54	324.18	319.93	314.43	313.45
Net Asset Value p	335.21	331.92	329.95	322.49	318.20	314.11	310.71	307.77	303.69	299.70	294.55	293.63
Bid Price p	330.02	326.77	324.83	317.49	313.27	309.24	305.89	303.00	298.98	295.06	289.98	289.08
Dividend~ on XD Date p			2.87			2.69			2.87			2.98
Dividend* - Last 12 Months p	11.41	11.41	11.41	12.28	12.28	12.28	12.69	12.69	12.69	12.63	12.63	12.63
Dividend Yield on NAV %	3.40	3.44	3.46	3.81	3.86	3.91	4.08	4.12	4.18	4.21	4.29	4.30
Fund Size £m	1392.8	1379.0	1370.5	1336.7	1313.6	1296.7	1282.5	1270.4	1232.9	1232.9	1211.6	1202.9

* The Dividend is paid gross and is after all charges

Risk Warning

Please remember that the value of units and the income from them can fall as well as rise and an investor may not get back the full amount invested. Past performance is no guarantee of future returns. The Property Fund's unit value will reflect fluctuations in property values and rents. The units are intended only for long-term investment and are not suitable for money liable to be required to be spent in the near term. They are realisable only on each month end valuation date and a period of notice may be imposed for the redemption of units.

Source: CCLA

Bank Reconciliation to 31st January 2022

<u>Bank Statement as at</u>	31st January 2022		
Current Account		£56,136.38	
Less Unpresented Cheques		£0.00	
Plus uncleared receipts		£0.00	£56,136.38
<u>Hampshire Trust Bank - A/c No: below</u>	31st January 2022		
From To Accounts			
24/01/2020 10/01/2023 10495192		£411,500.00	
22/06/2021 22/06/2022 10364802		£423,150.00	
			£834,650.00
<u>Santander 95 Day Notice A/C10555310</u>	31st January 2022	£641,719.83	
Less			£641,719.83
<u>Santander 31 Day Notice A/C10555349</u>	31st January 2022	£186,855.74	
			£186,855.74
<u>Santander Business Reserve A/c 10138119</u>	31st January 2022	£113,648.03	
			£113,648.03
<u>Lloyds PLC Fixed Term Deposits as at</u>	31st January 2022		
From To			
			£0.00
Hampshire Trust Bank - 1 Yr Fund	31st January 2022	101852.97	
07/01/2022 - 9/1/2023			£101,852.97
<u>CCLA Property Fund Account</u>	31st January 2022		
Purchased		£400,000.00	
30/10/2013 Switched to Long Term Asset		-£400,000.00	
31/03/2021 Lloyds Fixed term matured		£276,830.94	
31/03/2021 Switched to Long Term Asset		-£276,830.94	
			£0.00
Cambridge & Counties Bank (2 yr fixed rate)	7th May 2021	£653,433.44	
			£653,433.44
Petty Cash as at	31st January 2022	£250.00	
Less Un-reconciled Item			£250.00

£2,588,546.39

CHECKED BY  Date 22/2/22
Town Clerk

CHECKED BY  Date 22/02/2022
Chairman of Finance Approval to insert electronic signature

Review of Variable Direct Debits

List of Current Direct Debits

Company	Service/Supply	Frequency
Allstar Business Solutions Ltd	Fuel Card	Variable
American Express	Card Payment Processing Charge	Variable
Card Saver Ltd	Merchant Card Terminal	Monthly
Data Protection Register	Subscription	Annually
Dorset Council	Bin Rental & Waste Collections	Quarterly
Dorset Council	Bin Emptying at Elizabaeth Road Allotments	Quarterly
Dorset Council	Loss of Revenue of Car Parking due to Market	Quarterly
Dorset Council	Rates	10 Monthly
EE Ltd	Grd & Property Mgers & Charge-hand Mobile Phone	Monthly
EVO Payments	Transaction Charges for Card Receipts	Monthly
KCOM / NASSTAR	Web Hosting and Broadband to Woodhouse Gardens	Quarterly
Environment Agency	Water extraction from bore hole	Annually
Fuel Card Services Ltd	Fuel Card	Monthly
ITEC	Photocopy charges	Monthly
Lloyds	Charge Card / Service Charge	Monthly
Glenmore Holdings Ltd	Quartley Management Charge for Glenmore Depot	Quarterly
Information Commission	Info Commission	Yearly
L.A.M.I.T	CCLA Property Fund Management Fee	Quarterly
Prime & Modern Ltd	IT contractor (previously G3)	Monthly
Quadient (was Neopost Ltd)	Franking re-fill	Variable
Sage	Payroll Cover	Annually
Sage	Accounts Cover	Annually
Total Gas & Power	Electric - Corn Exchange	Monthly
Total Gas & Power	Electric - Park Road	Monthly
Total Gas & Power	Electric - Woodhouse Garden	Monthly
Total Gas & Power	Electric - Cemetery Workshop	Monthly
Total Gas & Power	Electric - Marsh & Ham Toilets	Monthly
Total Gas & Power	Electric - Cemetery Chapel	Monthly
Total Gas & Power	Electric - Larksmead Pavilion	Monthly
Total Gas & Power	Electric - Larksmead Floodlights	Monthly
Total Gas & Power	Electric -Tabernacle Toilet	Monthly
Total Gas & Power	Electric - Glenmore Depot	Monthly
PHS Group	Sanitary Disposal, Needle Disposal, hand dryers,Freshners	Annually
Rentokil	Quartelry Pest Control	Quarterly
SW Comms	Telephone Lines & Calls	Monthly
Southern Electric	CCTV Electric	Quarterly
Gazprom Energy	Gas - Corn Exchange	Monthly
Gazprom Energy	Gas- Larksmead	Monthly
Gazprom Energy	Gas- Woodhouse Gardens	Monthly
water2business	Water Bill - Pavilion/ Cemetery	Half Yearly
water2business	Water Corn Exchange	Half Yearly
water2business	Water Park Road Recreation Ground - Pavillion	Half Yearly
water2business	Water Park Road - Old Public Toilets	Half Yearly
water2business	Water -Toilets Ham & Marsh Car Park	Half Yearly
water2business	Water Woodhouse Garden/ Tabernacle Toilet	Half Yearly
water2business	Water Glenmore Workshop	Half Yearly

To receive the Internal Auditor's Report

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2021/22

Visit 2 of 3

BLANDFORD FORUM TOWN COUNCIL

Date: 6th March 2022

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Darkin Miller Limited trading as Darkin Miller ~ Chartered Accountants
Registered Office: 24e Deverel Road, Charlton Down, Dorchester, Dorset DT2 9UD
Principal and Director: Rosie Darkin-Miller LLB (Hons) BFP FCA
Company registered in England no. 8590012

Introduction

This report contains a note of the audit recommendations made to Blandford Forum Town Council following the carrying out of internal audit testing on site on 3rd March 2022.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the additional requirements of the 2018/19 and 2020/21 AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2021/22 (which will be in May or June 2022) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Payments
2. Risk Management
3. Budgetary Control
4. Petty Cash

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	3
Low	1
Info	0
TOTAL	4

I would like to thank Linda Scott-Giles, Town Clerk; and Julie Martin, Temporary Finance Officer; for their assistance during this audit.

**INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL
FINAL REPORT VISIT 2 OF 3: 6th MARCH 2022**

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (L/M/H)	Management Response	Responsible Officer	Due Date
2.1 – Confirm bank charges authorised and minuted for approval, and process any charges omitted to date	<p>I checked to see that all payments in the cashbook were supported by invoices, authorised (by the Town Clerk, to confirm that the invoices related to genuine Council goods/services and were cleared for payment) and minuted (for approval by Council). I found that all payments were supported by invoices or other paperwork, but the 1/21 (relating to a bank charge, the invoice for which was filed with the bank statements) had not been authorised by the Clerk or included on a payment list.</p> <p>The bank charges nominal code (4014) includes £244.90 of bank and credit charges to 04/11/21, the majority of which relate to credit charges, card service fees or the £5 monthly telepay charge for processing the salaries. The Clerk noted that the bank has finally confirmed that the telepay charge is raised for submissions made other than on the specified day, and that (in spite of her repeated requests) the bank has not provided supporting paperwork for these charges.</p> <p>I recommend that invoices for bank charges are processed along with other purchase invoices (authorised by the Clerk and added to the</p>	M	<p>The invoice of £16 bank charge relates to the CHAPS transfer carried out in May 2021 and should have been separated from the bank statements, although the IA confirmed it had been added to Sage.</p> <p>A separate direct debit payment sheet has been prepared for it and this has been approved by two councillors and added to the F&S agenda for retrospective approval and filed in the payments folder.</p> <p>Nominal code 4014 has been checked.</p>	TC	Immediately

	payments list) in order to ensure that there is a complete audit trail for all payments made; and that nominal code 4014 (Admin - Bank Charges) is reviewed to confirm all payments for the year have been authorised and minuted for approval, with any payments omitted to date reported to the next F&S Committee.				
2.2 – Check coding of fuel can and recode if necessary	<p>I noted a £65.83 charge for 'unleaded fuel cans' in the bank charges nominal code, which appears to be miscoded.</p> <p>I recommend that the bank charges nominal code 4014 is checked and that any miscoded items are journalled to the appropriate code.</p>	L	Councillors have been advised that some payments may not have been posted to the correct nominal due to staffing issues. However, as this inaccuracy has been brought to our attention, and fuel and bank charges are not closely linked, the temp finance officer has transferred this amount to the correct nominal.	TC	w/c 7th March 2022
2.3 – Minute approval of revised payments lists totals	I noted that the totals for two amounts approved by the F&S Committee did not agree to the totals of the payments lists noted for two of the payments. At F&S on 07/06/21 min 8.5, the online Faster Payments sheets FP034 to FP050 totalling £1,044,114.30 were minuted for approval, but the actual total for those sheets was £1,044,144.49. At F&S on 13/09/21 minute 20.2, the direct debit payments for the period 1st May 2021 to 31st July 2021 (sheets 184-186) totalling £82,702.10 were minuted for approval,	M	The Faster Payments and Direct Debits have been added to the F&S agenda for retrospective approval at the correct amounts.	TC	21st March 2022

	<p>but the actual total for those sheets was £96,008.86. All other payments lists totals for the period under review were correctly minuted for approval.</p> <p>I recommend that the amount minuted for approval is corrected at the next F&S Committee meeting.</p>				
4.1 – Clarify wording and % increase for precept demand	<p>I checked to see that the Council had prepared an annual budget in support of its precept. I noted that the Council had prepared a budget, but that the related Council minute (113 of meeting 20/12/21) noted the approval of the budget only (with 'budget' used as a proxy for the overall revenue budget, and the precept to be levied on taxpayers). The minute also notes that the figure approved was a 0% increase on the prior year budget, but it was the Band D Council tax equivalent of £227.13 which did not increase year on year: the precept increased by £11k from £792183 to £803241.</p> <p>I recommend that this is clarified at the next Council meeting, and that future budget minutes specifically the level of precept to be demanded from taxpayers, and clarify what any percentage comparisons relate to, so that the level of precept demanded and any changes year on year are clear.</p>	M	This will be clarified with a minute at the next F&S committee and full council meeting to include the word 'precept' and clarify the 0% is on the Band D amount and a note has already been made for 2022/23.	TC	28th March 2022

Additional Information

The Town Clerk was concerned about the issues raised, but the Internal Auditor has advised that she would usually expect the financial controls of a Town Council where the RFO had been absent for over a year to be significantly weaker than those currently at BFTC.

At another town council, without its RFO for a similar period and in the first audit year, the Internal Auditor made 5 high level recommendations, 6 medium and 6 low, with 1 for information. In the second audit year, there were 6 high level recommendations, 9 medium and 10 low, with 2 for information and 2 internal control objective failures on the AIAR.

Last year BFTC had 2 high level recommendations, 0 medium, 3 low and 3 for information and no control failures. This year, to date, BFTC has had 4 medium, 2 low and 1 for information with the expectation of another clean internal audit report.

Recommendation

As a result of the Internal Auditor's report, it is recommended that:

The following payments are retrospectively approved:

- Direct Debit payment of £16 on 25th June 2021 (Sheet 185a)
- Direct Debit payment for the period 1st May 2021 to 31st July 2021 (Sheets 184 – 186) totalling £96,008.86 (previously approved at September F&S meeting at £82,702.10)
- Faster Payments sheets FP034 to FP050 totalling £1,044,114.49 (previously approved at June F&S meeting at £1,044,114.30)

Councillors note the following to clarify the wording of the Town Council's precept, which should also be a recommendation to full council:

The Town Council approves the budget and confirms the precept for 2022/2023 at £803,241, which is a 0% increase on a Band D property.

Linda Scott-Giles
Town Clerk
3rd March 2022

Insurance Risk Assessment relating to the Town Council's Insurance Cover and Approval of Insurance Premiums for 2022/2023

At the Finance & Staffing Committee meeting held on 15th March 2021, a recommendation was made to full council on 22nd March 2021, which was approved as follows:

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter and AGREED unanimously that

The Town Council:

- **Approves the removal of business interruption cover.**
- **Confirms that there are no other aspects of insurance cover that they wish to amend.**
- **Approves expenditure authority to enter into a further 3-year long term agreement with Company A until 18th April 2024 at a cost of £13,803.52 for 2021/2022 (Expenditure Authority: Localism Act 2011 s1-8).**
- **Approves expenditure of up to £1,750 for the awaited additional amount for the Railway Arches cover and the clerk will report the amount back to council (Expenditure Authority: Localism Act 2011 s1-8).**

Following discussion and research, the insurance company did not recommend any additional insurance cover for the railway arches.

The Town Council's current policy has been shared with Councillors to ensure they have all the information available to them. In addition, when assessing the Council's risks, it should be noted that it was agreed in 2011 that the Council would not insure the following:

- Larksmead palisade fencing
- Fencing at the Lamperd's Field compound
- Park Road play area fencing
- Railway Arches fencing
- Grit Bins

On the assumption there is no change, apart from the removal of the Old Bath House, which is no longer part of the Town Council's portfolio, the total cost to be apportioned to the Town Council and Barnes for a Recreation is £13,622.28.

It is important to note that changes will need to be made to the policy during the year which may increase the costs as extra equipment is purchased.

Recommendation

It is recommended that the Committee makes a RECOMMENDATION to full Council that it:

- Confirms there are no other aspects of insurance that they wish to amend, apart from the removal of the Old Bath House.
- Agrees the insurance premium for 2022/23 of £13,622.28 subject to any changes the Council decides to make (Expenditure Authority: Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
14th February 2022

Review of Asset Register

The full asset register is too large to distribute. It has a breakdown for each location and can be obtained from the Town Clerk. Various members of staff have updated it this year and the Mace Bearer has also been involved by carrying out a full audit of the Town's Silver.

This agenda item must be a recommendation to full council.

Value as at 1st March 2022 (Excluding Trust Assets) Revised to Cost of Asset or Estimate of value using Insurance Value if needed

All Risks		Total c/fwd 2020/21	Acquisition 2021/22	Disposal 2021/22	Total c/fwd 2021/22
TOWN HALL					
Corn Exchange	27,517	27,517	0	0	27,517
Chamber	9,825	9,825	0	0	9,825
Community Room	1,340	1,340	0	0	1,340
Offices	28,245	28,245	2,445	10,286	20,404
Outside Front	1,828	1,828	0	0	1,828
Shambles	2,335	2,335	0	0	2,335
Robes Cupboard	9,840	9,840	0	0	9,840
Store	28,728	28,728	0	350	28,378
Storeroom	6,325	6,325			6,325
Under stage	12,080	12,080			12,080
Town Hall	31,646	31,646			31,646
	159,709	159,709	2,445	10,636	151,517
Badbury Heights	42,808	42,808	0	0	42,808
Chapel	6,704	6,704	0	0	6,704
Cemetery Workshop	11,981	11,981	0	0	11,981
Cemetery	5,847	6,522	0	675	5,847
CCTV	53,062	53,062	0	0	53,062
Civic	279,202	279,202	0	0	279,202
Elizabeth Road Allotments	522	522	0	0	522
Football Club	4,307	4,307	0	0	4,307
Allotment Compound	163	163	0	0	163
Glenmore Workshop	43,645	43,645	0	0	43,645
Lamperd's Field Allotments	20,722	20,722	0	0	20,722
Langton	49,383	49,383	0	0	49,383
Larksmead Pavilion	8,728	8,728	0	0	8,728
Larksmead Tractor Garage	880	880	0	40	840
Larksmead Rec and Play Area	94,907	90,442	4,465	0	94,907
Old Bath House (signage)	268	268	0	0	268
Park Road Container	5,896	13,740	0	7,844	5,896
Park Road Play Area	39,247	39,247	0	0	39,247
Skate Park	132,983	132,983	0	0	132,983
Tabernacle	978	978	0	0	978
WHG Pav	4,620	4,620	0	0	4,620
WHG Shed	2,935	2,935	0	0	2,935
	809,786	809,786	4,465	8,559	809,746
Material Damage Insurance					
Street Furniture	168,886	114,767	55,158	1,040	168,885
	168,886	168,886	55,158	1,040	168,885
Not Insured					
	72,651	72,651	0	0	72,651
Properties (Excluding Trust Properties) (Disposed of OBH for less than formal value)	8,074,859	8,074,859	0	20,001	7,933,658
Motor Vehicles	64,230	64,230	0	0	64,230
Long Term Investment	406,154	406,154	276,831	0	682,985
	9,756,277	9,700,397	338,899	40,236	9,883,675

Value as at 1st March 2022 (Excluding Trust Assets)

INSURANCE VALUE

All Risks

	a	b	c	d	e	f	g	Total	B/fwd 2020/21	Zurich Annual Increase 3%	Acquisition 2021/22	Disposal 2021/22	Total c/fwd 2021/22
TOWN HALL													
Corn Exchange	68,559	91,352	32,255	18,328	0	0	0	210,493	164,340	584	2,445	11,448	155,921
Chamber	10,125	4,340	0	0	0	0	0	14,465	9,825	295	0	0	10,120
Community Room	1,801	0	170	0	0	0	0	1,971	1,340	40	0	0	1,380
Offices	7,950	271	23,774	0	0	0	0	31,994	28,245	477	2,445	10,288	20,881
Outside Front	1,284	0	0	1,012	0	0	0	2,296	1,828	55	0	0	1,883
Robes Cupboard	0	13,278	0	0	0	0	0	13,278	9,840	295	0	0	10,135
Shambles	1,625	0	0	0	0	0	0	1,625	2,335	436	0	0	2,771
Store	10,998	29,700	3,186	2,073	0	0	0	45,957	33,228	1,155	0	350	34,033
Storeroom	1,472	219	3,384	2,602	0	0	0	7,677	6,456	194	0	812	5,838
Under stage	0	12,590	313	0	0	0	0	12,903	12,080	376	0	0	12,456
Town Hall	14,346	30,956	0	0	0	0	0	45,302	31,646	949	0	0	32,595
	118,160	182,704	63,082	24,015	0	0	0	387,961	198,666		4,890	22,896	288,013
Badbury Heights	44,510	0	0	931	0	0	0	45,442	42,808	1,324	0	0	44,132
Chapel	8,032	1,423	0	0	0	0	0	9,454	6,704	201	0	0	6,905
Cemetery Workshop	135	4,652	4,585	2,064	0	0	0	11,437	11,981	359	0	0	12,340
Cemetery	5,790	0	0	0	0	0	0	5,790	6,522	196	0	675	6,043
CCTV	0	0	0	59,051	0	592	0	59,643	53,062	1,720	0	0	54,782
Civic(+Town Pump)	0	0	0	0	0	0	355,090	355,090	279,202	8,376	0	0	287,578
Elizabeth Road Allotments	0	0	0	576	0	0	0	576	522	16	0	0	538
Football Club	2,726	0	0	2,105	0	0	0	4,831	4,307	129	0	0	4,436
Allotment Compound	180	0	0	0	0	0	0	180	163	5	0	0	167
Glenmore Workshop	0	0	0	46,784	0	0	0	46,784	43,645	1,346	0	0	44,991
Lamperd's Field Allotments	25,696	0	0	76	0	0	0	25,772	20,722	751	0	0	21,473
Langton Road	50,909	0	0	0	0	0	0	50,909	49,383	1,481	0	0	50,865
Larksmead Pavilion	687	0	0	258	0	0	0	945	8,728	262	0	0	8,990
Larksmead Rec Ground	85,066	1	0	0	0	0	0	85,067	90,442	2,448	4,465	0	97,355
Larksmead Tractor	0	0	0	1,152	0	0	0	1,152	880	26	0	40	867
Old Bath House	0	0	0	295	0	0	0	295	268	8	0	0	276
Park Road Container	2,940	0	0	16,179	0	0	0	19,119	13,740	557	0	7,844	6,453
Park Road Play Area	31,978	0	0	0	0	0	0	31,978	39,247	932	0	0	40,179
Skate Park	202,785	0	0	0	0	0	0	202,785	132,983	3,989	0	0	136,972
Street Furniture (Impact Damage)	141,340	0	0	0	0	0	0	141,340	114,768	729	55,158	0	170,655
Tabernacle	242	0	0	898	0	0	0	1,139	978	29	0	0	1,007
WHG Pavilion	3,930	138	0	1,597	0	0	0	5,665	4,620	116	0	0	4,736
WHG Shed	0	195	0	3,271	0	0	0	3,466	2,935	88	0	0	3,023
Less Park Road As Trust Property (Barnes for Recreation Charity)	-31,978								-31,046	-904			-31,950
	693,129	189,113	67,666	159,252	0	592	355,090		1,243,557		64,513	31,455	1,260,825
Not Insured								72,651	72,651	0	4,465	988	76,128
Properties (Excluding Trust Properties)								8,074,859	8,074,859	176,714	0	20,001	8,231,572
Motor Vehicles								64,230	64,230	1,888	0	0	66,118
TOTAL								9,676,582	7,014,034		68,978	52,444	9,634,643

To consider the current status of bad debts with the Town Council

The Town Council's Financial Regulations cover the process of managing and considering the writing off of bad debts. This has also been checked with the Internal Auditor as we are nearing the end of the financial year. Section 9.4 states that:

Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

The two debts that are outstanding and officers have been unsuccessful at reclaiming are:

Dorchester Sports Football Club - £425.00

A player from the Dorchester Sports FC away team damaged the BUFC football pavilion door after being sent off and the away club had verbally committed to covering the cost. BUFC advised the Town Council of this and it was agreed that the council would arrange for the repairs and invoice the away club. No payment has been received, despite BUFC chasing this up on the council's behalf.

Tom Toomer - £504.92

This sum is owed by an ex-employee who left without notice on pay day, having therefore been paid for the period between pay day and the end of the month and he had taken annual leave prior to this, which added to the amount owed to the council. This matter was raised with the Committee Chairman and Vice Chairman, as well as the council's external HR advisors, and it was agreed that it would not be cost effective for the council to pursue this amount through the small claims court.

It is noted that this amount will be reduced once the back-pay arrears has been calculated, although it would not be sufficient to clear it.

Due to the circumstances with both bad debts, while we will keep the issue under review, it is felt prudent to write the amounts off to bad debts in line with the council's Financial Regulations.

Recommendation

It is recommended that the Finance & Staffing Committee makes a RECOMMENDATION to Full Council that the sum of £929.92 is written off to bad debts.

Linda Scott-Giles
Town Clerk
14th February 2022

Free Venue Hire Update

Applications were received from Artsreach, and “In Jolly Good Company”.

Over previous years, Artsreach has had free venue hire and held sold out events in the Corn Exchange.

They were awarded up to £300 in total towards these popular events.

Continuing from last year’s success Sarah Rampton from “In Jolly Good Company” was awarded £320 in total of bookings made for Woodhouse Gardens pavilion which allowed them to have 12 sessions which takes them up to June 2022.


Recommendation

Councillors are asked to note the report and continue their commitment to the free venue hire applicants for when they are able to hold their events in accordance with government guidance.

Rachael Harding
Bookings Receptionist
24th February 2021

Blandford Cricket Club

APPLICATION FOR A GRANT

Name of Organisation	Blandford Cricket Club
Registered Charity Number (if applicable)	CASC 02906
Contact Name	TOM SNAPE
Purpose of Organisation	To promote cricket activities and well being for all in a family inclusive manner
How many members/clients are Blandford Forum residents?	About 90% if you include Blandford St Mary + Bryanston
Amount Requested	£833
Purpose of Request	To enhance the coaching and playing of junior cricket in 2023 +
How many Blandford Forum residents will benefit directly?	We have 12-16 = 39 boys 9-11 = 4 boys; 5-8 = 32 boys Girls 5-15 = 26 (mostly U9)
Any further relevant information	Please see the attached breakdown of items
Signed: 	Dated: 22.2.22

Blandford & District Royal British Legion

Name of Organisation	Blandford & District Branch, Royal British Legion
Registered Charity Number (if applicable)	219279
Contact Name	Mr Terry Clarkson
Address	Legion House
Email Address	blandford.chairman@rbl.community
Purpose of Organisation	Royal British Legion, charity providing financial, social and emotional support to members and veterans of the British Armed Forces, their families and dependants.
Amount Requested	£150.00
Is this a Green Grant? <small>Delete as appropriate</small>	N
Purpose of Request	<p>The branch is planning an Armed Forces and veterans Community Day on Saturday 25th June, which is the national Armed Forces Day. It will be held in and around Legion House and will be open to all including the general public with free entry for all.</p> <p>As our budget is very limited, the purpose of the request if successful is to put the money together with other funds raised towards purchasing 2x gazebos for use at the event to replace old/damaged ones, as well as A3 posters and two waterproof banners to market the event. The gazebos will then be available for other groups to loan for events throughout the year.</p> <p>A similar application for a grant has been made to the Blandford St Mary Parish Council, and the Armed Forces Day fund.</p>
How many Blandford Forum residents will benefit directly?	450 plus
Any further relevant information	We hope that the Mayor of Blandford will be able to attend the event.
Signed: T.J. Clarkson	Dated: 25/02/2022

Blandford Literary Festival

APPLICATION FOR A GRANT

Name of Organisation	Blandford Literary Festival
Registered Charity Number (if applicable)	
Contact Name	Finola Brennan
Address	The Cedar Tree, Anchor Gateway,DT11 7AR
Daytime Telephone Number	7780952395
Email Address	fin@the-cedar-tree.co.uk
Purpose of Organisation	A celebration of the works of local Authors. To engage and make accessible the joy of story telling, poetry and prose.
Amount Requested	£100
Is this a Green Grant? Delete as appropriate	/N
Purpose of Request	This money will help towards marketing costs, leaflets, posters and printing of tickets.
How many Blandford Forum residents will benefit directly?	This event is open to all Blandford residents, and surrounding villages, bringing more people into the town, so benefiting not just residents but local businesses.

Any further relevant information	This is run by volunteers, that take absolutely no money for the time and effort put in. The last festival being the same and it was fabulously received, a real benefit to the town. This is a one day event with subsequent planned for later in the year.
Signed: F.Brennan	Dated:28th February 2022

Knees Up Healthy Living

APPLICATION FOR A GRANT

Name of Organisation	KNEES UP HEALTHY LIVING	
Registered Charity Number (if applicable)	1102940	
Contact Name	MRS K LANE	
Address	[Redacted] Forum.	
Daytime Telephone Number	[Redacted]	
Email Address	[Redacted]	
Purpose of Organisation	To provide safe and structured exercise classes for the over 50's including people recovering from heart events or who have pulmonary problems or balance issues.	
Amount Requested	£ 1500	
Is this a Green Grant? <small>Delete as appropriate</small>	Y/N	
Purpose of Request	To provide provide a Defibrillator and ongoing training for use when the studio is open.	
How many Blandford Forum residents will benefit directly?	200	
Any further relevant information	The present Defibrillator will be out of date in October this year. (It is provided by SW Ambulance service at the cost of the charity.	
Signed: [Redacted]	Dated: 24/2/2022	

**To consider entering into a new SLA
with Blandford Youth & Community Centre**

At the Town Council meeting held on 20th December 2021, the following resolution was made:

An amendment was PROPOSED by Cllr L Hitchings, SECONDED by Cllr White and AGREED (11 in favour, 1 non-vote) that the wording is amended to read as follows:

The SLA with the Youth Centre is brought to an end at 31st March 2022, due to the lack of claims for the funds.

The Youth Centre is asked to reapply, if they wish to enter into a new SLA, submitting a full, costed business plan for a period of three years from 1st April 2022.

The Youth Centre has submitted a business plan, which has been shared with Councillors.

The accounts up to March 2021 and the three year financial plan are still awaited.

Recommendation

There is no recommendation for Councillors at this stage.

Linda Scott-Giles
Town Clerk
28th February 2022

To approve and adopt the SLA with Blandford Food Bank

At the Town Council meeting held on 28th February 2022, the following was agreed:

It was PROPOSED by Cllr Mieville, SECONDED by Cllr White and AGREED (9 in favour, 3 abstentions, 1 non-vote) that

The Town Council enters into an SLA with the Blandford Food Bank at £5,000 a year for a period of three years from 1st April 2022, with the funding being ringfenced for the Blandford Food Bank and Blandford Pantry projects only.

The draft SLA will be distributed to the SLA working group, then ratified by the Finance & Staffing Committee at its meeting scheduled for 21st March 2022.

The draft SLA was distributed to the working group and a meeting was held on Monday 7th March 2022.

The final draft has been distributed to Councillors for consideration.

Recommendation

It is recommended that Councillors consider the contents of the SLA, making a recommendation to full council that it is approved for the period of three years from 1st April 2022.

Linda Scott-Giles
Town Clerk
1st March 2022

To consider introducing a Cycle to Work scheme and the introduction of a bike for rounds

Background

Officers were approached by a member of the grounds staff team to investigate options of purchasing a bike for the outdoor staff to use when litter picking in the town. It was also requested to explore the option of introducing the Cycle to Work scheme.

Report

Cycle to Work scheme:

[This document from the Department for Transport](#) provides extensive guidance to employers.

The document outlines two options to consider, with the loan scheme being the more suitable arrangement:

Loan Schemes - One alternative option is to provide a loan to an employee to purchase a cycle for active travel and/or safety equipment. This is similar to offering an advance of salary to employees for purchasing rail season tickets. Loan schemes, including on an interest-free basis, may be subject to regulation by the FCA. Whether a loan scheme meets the criteria to be exempt from regulation will depend upon the nature and duration of the loan. If in doubt, the employer should consider seeking legal advice. If the loan is not exempt, FCA authorisation is required.

Pooled Schemes - Another alternative is the workplace pool cycle model. This is a tried and tested option for supporting staff in their commuting and for inter-site and business trip travel which is not currently being well served by public transport. At its simplest, the employer can purchase a suitable fleet of cycles for active travel and make them available to employees either on a one-to-one or a pool basis. Workplace schemes should focus on attracting people who currently travel on less sustainable and less active modes, such as their cars, between local meetings or work sites. Cycles for active travel should be easily accessible both in terms of position, close to where they are needed and are securely stored and maintained.

Cycle to Work Scheme – This can benefit both the employer and the employee. If the scheme meets the relevant criteria it can benefit from a tax exemption introduced under Section 244 of the Income Tax (Earnings and Pensions) Act 2003. Since a portion of the salary is foregone, the employee pays less tax and National Insurance Contributions (NICs), and the employer is able to save on employer NICs at 13.8% and Apprenticeship Levy at 0.5% (where applicable) on the amount sacrificed. The salary sacrifice arrangement is typically for at least 12 months. This is irrespective of the length of the associated hire agreement.

The following conditions must also be met:

- An employee must not, at any point during the hire period, own the cycle
- At least 50% of the cycle's use must be for 'qualifying journeys', i.e. commuting to work purposes
- The offer of the use of hired cycles must be made available across the whole workforce, with no groups of employees being excluded. This does not necessarily have to be through a salary sacrifice arrangement in each case.

Staff Bike

The member of staff suggested for Officers to look into the options at [Appendix A](#) for the purchase of a bike, for staff to use during work times for litter picks.

At this time, we have nowhere to store such a bike and it would be difficult for it to be located somewhere central that both outside and caretaking staff would find it accessible, especially on

weekends. Councillors may feel that this could be looked at again when a new depot is purchased.

It is unclear at this stage what the insurance and H&S implications might be and what the situation regarding staff members who do not feel fit enough to cycle around the town would be.

Staff were consulted on all options and none of the outdoor staff would like an electric bike for doing litter picks. The current staff members also felt that the cycle to work scheme would not be of benefit at this time.

Recommendation

Councillors are requested to note this report and the Operations Manager will continue to consult with staff in case opinions change.

Sybille Maddock
Assistant Town Clerk
4th February 2022

Appendix A

	Tri-King	AMCARGOBIKES	Pashley	London Green Cycles
Model	Delivery eTrike	Electric Cargo Bike – Workman	Tilting e-Cargo Trike	Christiana Straight Box
Cost	n/a	£1,755.95-2,449.95	Approx. £8000	from 2,151.00
Battery life	8hrs	Up to 40km on one charge (also below zero degrees) Lasts up to 600-900 charges	≤ 50 miles	n/a
Battery charge time	8hrs (approx.)	2-4hours		n/a
Speed	24km/h	Deluxe Digital LCD display with 6 different speed limits.	≤ 15.5mph	n/a
Distance	40km	40km	≤ 50 miles (80.4km)	
Weight	192kg	47kg		35kg
Loading capacity	250kg	150kg	c. 100kg payload	100kg
Cargo Volume			1m ³ capacity	270l
Dimensions	295 x 120 x 195 cm	214 x 88 x 126 cm 91cm x 59cm (box)	0.8m width	88 x 62 x 50 cm (box)
Tyres	17"	Front wheel: 20" Kenda tire Back wheel: 26" Kenda tire		
Chassis	Powder coated		0.8m width	
	Photovoltaic Panel	Lid with high quality hinges.	5ft to 6ft 4"	
	Onboard computer		Articulated	
			<p>The "ALECS" e-trike is designed to carry cargo on a multi-functional rear platform. It features a 48V, 112Nm centre motor and 812Wh battery and is particularly suited to deliveries in an urban environment (1) where speed and efficiency are the key to success. Its design versatility also allows it to serve a variety of other purposes, including load transport on industrial sites or carrying tools and equipment for tradespeople and service operatives. One of its key features is the unique frame tilting mechanism (2) that provides the agility and handling of a bicycle but with the stability of a tricycle making it far more user friendly, safer and accessible for a wide variety of riders.</p>	
	